

AGENDA

**REGULAR MEETING
BOARD OF COMMISSIONERS
315 WEST SECOND STREET
FRANKFORT, KY 40601
502/875-8500**

**MARCH 25, 2013
5:00 P.M. (EDT)**

1. INVOCATION

Reverend Gary Hager, Westview Baptist Church

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES

February 11, 2013 Work Session; February 13, 2013 Special Meeting; February 25, 2013 Regular Meeting.

2. CEREMONIAL ITEMS

2.1 The Board of Commissioners traditionally recognizes city employees who are retiring or are being promoted. At this meeting, the following individuals within the Police Department will be recognized:

Daniel J. McCoy	Police Captain; retiring with 22 years, 2 months service
Travis Ellis	Promotion from Police Lieutenant to Police Captain
Derrick Napier	Promotion from Police Sergeant to Police Lieutenant
Travis Curtsinger	Promotion from Patrol Officer III to Police Sergeant

3. CITIZEN COMMENTS

4. ORDINANCES

5. ORDERS

5.1 An Order deleting Paragraph 3.19 from the City of Frankfort Personnel Policies and Procedures Manual.

Purpose: To approve an Order amending the City of Frankfort Personnel Policies and Procedures Manual by deleting Paragraph 3.19, which prohibits employees from possessing weapons on City premises.

Background: During the 2012 legislative Session, the General Assembly amended KRS 65.870, the relevant language of which provides "No existing or future city . . . , or any person acting under the authority of any of these organizations may occupy any part of the field of regulation of the . . . ownership, possession, carrying, storage, or transportation of firearms, ammunition, components of firearms, components of ammunition, firearms accessories, or combination thereof." This statute was amended to indicate that a violation of this section is a violation of KRS Chapter 522.

Paragraph 3.19 of the City of Frankfort Personnel Policies and Procedures Manual states that "Unless an employee is required to carry a weapon as a job requirement, employees shall not be in possession of weapons on City premises, including while riding/driving City-owned vehicles." The Kentucky League of Cities indicates that there is a question as to the legality of a provision that

prohibits City employees from openly carrying their firearms into City Hall or while representing the City in their job activities, and that such a provision may violate KRS 65.870. Accordingly, it is recommended that Paragraph 3.19 be deleted until an Attorney General's Opinion or Court decision is issued addressing the carrying of firearms by City employees while on duty. In the alternative, the City could amend Paragraph 3.19 to state "Unless an employee is required to carry a weapon as a job requirement, employees shall not be in possession of weapons, other than firearms, on City premises, including while riding/driving City-owned vehicles."

Financial Analysis: The approval of the order and/or ordinance will have no fiscal impact on the City of Frankfort.

Recommendation: Approval

Attachment:

- Order

Contact Person:

Name: Rob Moore
Title: City Solicitor
Department:
Phone: 227-2271
Email: Rmoore@Hazelcox.com

6. RESOLUTIONS

6.1 A Resolution of the City of Frankfort, Kentucky, in support of the Entrepre Viewer Project.

Purpose: To adopt a Resolution supporting the Entrepre Viewer Project initiated by Downtown Frankfort, Inc., and authorize the Mayor to sign all related documents.

Background: Downtown Frankfort, Inc., requested the Board of Commissioners to approve a Resolution supporting the Entrepre Viewer Project initiated by Downtown Frankfort, Inc. The EntrepreViewer Project seeks to encourage entrepreneurship and the growth of business start-ups; and has the support of Downtown Frankfort, Inc., the Frankfort Area Chamber of Commerce and the Kentucky Capital Development Corporation.

Financial Analysis: The approval of the Resolution will have minimal fiscal impact on the City of Frankfort.

Recommendation: Approval

Attachment:

- Resolution

Contact Person:

Name: Mark Wilhoite
Title: Interim City Manager
Department: City Manager
Phone: 502/875-8500
Email: MWilhoite@Frankfort.Ky.Gov

6.2 A Resolution prohibiting discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing or in the provision of brokerage services because of race, color, religion, sex or national origin by Title VIII of the 1968 civil rights act (Federal Fair Housing Law).

Purpose: To consider adopting a Residential Anti-displacement and Relocation Plan as required by the Department for Local Government to receive Community Development Block Grant funds.

Background: The City of Frankfort applied for and received notification that we were awarded funding under the Department for Local Government's Community Development Block Grant. The CDBG program includes a requirement that the City adopt a Fair Housing Policy.

Financial Analysis: The Fair Housing Plan should not affect funding.

Recommendation: Approval

Attachment:

- Resolution

Contact Person:

Name:	George Leamon	Rebecca Hall
Title:	Staff	Grants Manager
Department:	BGADD	City Manager
Phone:	859/269-8021	502/875-8500
Email:	gleamon@bgadd.org	rhall@frankfort.ky.gov

- 6.3 Resolution acknowledging the City's obligation regarding costs which exceed Community Development Block Grant funding for the Holmes Street Drainage Project.

Purpose: To consider passing a Resolution acknowledging the City's obligation to be responsible for costs which exceed Community Development Block Grant funding from the Department for Local Government for the Holmes Street Drainage Project.

Background: The City of Frankfort applied for and received notification that we were awarded funding under the Department for Local Government's Community Development Block Grant. The CDBG program includes a requirement that the city pass a Resolution acknowledging the City's obligation to be responsible for costs which exceed Community Development Block Grant funding from the Department for Local Government for the Holmes Street Drainage Project..

Financial Analysis: The project was already scheduled and budgeted for in the Sewer budget so this should not affect the budget.

Recommendation: Approval

Attachment:

- Resolution

Contact Person:

Name:	George Leamon	Rebecca Hall
Title:	Staff	Grants Manager
Department:	BGADD	City Manager
Phone:	859/269-8021	502/875-8500
Email:	gleamon@bgadd.org	rhall@frankfort.ky.gov

- 6.4 Resolution adopting an Affirmative Action policy for the City of Frankfort as required under the Department for Local Government's Community Development Block Grant.

Purpose: To consider adopting an Affirmative Action policy as required by the Department for Local Government to receive Community Development Block Grant funds.

Background: The City of Frankfort applied for and received notification that we were awarded funding under the Department for Local Government's Community Development Block Grant. The CDBG program includes a requirement that the city adopt an Affirmative Action policy.

Financial Analysis: The Affirmative Action policy should not affect funding.

Recommendation: Approval

Attachment:

- Resolution

Contact Persons:

Name:	George Leamon	Rebecca Hall
Title:	Staff	Grants Manager
Department:	BGADD	City Manager
Phone:	859/269-8021	502/875-8500
Email:	gleamon@bgadd.org	rhall@frankfort.ky.gov

- 6.5 Resolution adopting a Section 3 Action policy for the City of Frankfort as required under the Department for Local Government's Community Development Block Grant.

Purpose: To consider adopting a Section 3 Action policy as required by the Department for Local Government to receive Community Development Block Grant funds.

Background: The City of Frankfort applied for and received notification that we were awarded funding under the Department for Local Government's Community Development Block Grant. The CDBG program includes a requirement that the city adopt a Section 3 Action policy.

Financial Analysis: The Section 3 Action policy should not affect funding.

Recommendation: Approval

Attachment:

- Resolution

Contact Person:

Name:	George Leamon	Rebecca Hall
Title:	Staff	Grants Manager
Department:	BGADD	City Manager
Phone:	859/269-8021	502/875-8500
Email:	gleamon@bgadd.org	rhall@frankfort.ky.gov

- 6.6 Resolution adopting a Title VI Plan for the City of Frankfort as required under the Department for Local Government's Community Development Block Grant.

Purpose: To consider adopting a Title VI Implementation Plan as required by the Civil Rights Act of 1964 (42 U.S.C. 2000d) as required by the Department for Local Government to receive Community Development Block Grant funds, and authorize the Mayor to sign all related documents.

Background: The City of Frankfort applied for and received notification that we were awarded funding under the Department for Local Government's Community Development Block Grant. The CDBG program includes a requirement that the City adopt a Title VI Implementation Plan.

Financial Analysis: The Title VI Implementation Plan should not affect funding.

Recommendation: Approval

Attachment:

- Resolution
- Title VI Implementation Plan

Contact Person:

Name:	George Leamon	Rebecca Hall
Title:	Staff	Grants Manager
Department:	BGADD	City Manager
Phone:	859/269-8021	502/875-8500
Email:	gleamon@bgadd.org	rhall@frankfort.ky.gov

- 6.7** Resolution authorizing the filing of an application for 2013 Kentucky Recycling, Household Hazardous Waste & Mercury Grant with the Kentucky Division Of Waste Management – Recycling Assistance Section.

Purpose: To authorize the submission of a 2013 Kentucky Recycling, Household Hazardous Waste & Mercury Grant Application for costs related to recycling such as a Foam Densifier, Skid Steer Attachment, Shrink Wrap Machine, Printing and Educational materials and authorizing the Mayor to sign all grant documents.

Background: The City offers recycling services to the community and the quantity is continually increasing due to greater public awareness. The state has a Recycling, Household Hazardous Waste & Mercury Grant Program that can aid in recycling costs. The Sanitation Department would like to apply for funds for as a Foam Densifier, Skid Steer Attachment, Shrink Wrap Machine, Printing and Educational materials. Costs for these items total \$53,262.36. The city is required to have a 25% match for the grant, however, this match can be in-kind and Personnel costs are eligible activities. Personnel costs for our recycling program exceeds \$180,000.00 which more than meets the 25% match requirement.

Financial Analysis: Personnel costs exceed the 25% match requirement for the grant, so there would be no cash match required.

Recommendation: Approval

Attachment:

- Resolution

Contact Persons

Name:	Thomas Bradley	Rebecca Hall
Title:	Director	Grants Manager
Department:	Public Works	City Manager.
Phone:	502-875-8500	502/875-85002
Email:	Tbradley@frankfort.ky.gov	Rhall@frankfort.ky.gov

- 6.8** Resolution adopting a Residential Antidisplacement and Relocation Assistance Plan under Section 104(d) of the Housing and Community Development Act of 1974, as amended.

Purpose: To adopt a Residential Antidisplacement and Relocation Plan as required by the Department for Local Government to receive Community Development Block Grant funds, and authorize the Mayor to sign all related documents.

Background: The City of Frankfort applied for and received notification that we were awarded funding under the Department for Local Government's Community Development Block Grant. The CDBG program includes a requirement that the City adopt a Residential Antidisplacement and Relocation Plan.

Financial Analysis: The Residential Anti-displacement and Relocation Plan should not affect funding.

Recommendation: Approval

Attachments:

- Resolution
- Residential Anti-displacement and Relocation Plan

Contact Person:

Name:	George Leamon	Rebecca Hall
Title:	Staff	Grants Manager
Department:	BGADD	City Manager
Phone:	859/269-8021	502/875-8500
Email:	gleamon@bgadd.org	rhall@frankfort.ky.gov

7. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

- 7.1** To authorize the Mayor to sign the agreements/documents and all other related documents to transfer the Collateral/Surety from American Founders to MainSource Bank for the 2007 Sewer Bond Investment (Finance Department).

Purpose: The contracts insure that 2007 Sewer Investment on deposit is continuously secured by collateral or a surety bond as provided by KRS 41.240.

Background: This contract is to insure that all funds on deposit are continuously secured by collateral or a surety bond. This is to comply with the request from our external auditors. The above transfer is due to the transfer of ownership of the investment deposit from American Founders Bank to MainSource Bank (See the attached letter from MainSource Bank).

Financial Analysis: No Cost Impact

Recommendation: Approval

Attachments:

- American Founders Bank Collateral/ Surety Release
- MainSource Bank Collateral/Surety Agreement

Contact Person:

Name:	Stephen R. Dawson
Title:	Director
Department:	Finance
Phone:	502/875-8500
Email:	sdawson@frankfort.ky.gov

- 7.2** To authorize an agreement with the Bluegrass Area Development District (BGADD) to administer a Community Development Block Grant for the Holmes Street Drainage Project for \$11,750 (Grants Manager).

Purpose: To authorize an agreement with the Bluegrass Area Development District to administer a Community Development Block Grant for the Holmes Street Drainage Project.

Background: The City of Frankfort accepted a Community Development Block Grant for the Holmes Street Drainage Project. The Bluegrass ADD aided in gathering information, writing the grant application and will be responsible for certain aspects of the project. The contract is not to exceed \$20,000.00, however, the actual cost of the administration is \$11,750.00 based on the budget from the Department for Local Government. The grant agreement includes \$11,750.00 for administration of the grant.

Financial Analysis: The total grant award is \$600,000.00; of this award amount \$11,750.00 is for grant administration. This will not impose an additional cost to the City.

Recommendation: Approval

Attachment:

- Agreement

Contact Person:

Name:	George Leamon	Rebecca Hall
Title:	Staff	Grants Manager
Department:	BGADD	City Manager
Phone:	859/269-8021	502/875-8500
Email:	gleamon@bgadd.org	rhall@frankfort.ky.gov

- 7.3** To authorize a purchase order with Republic Services for disposal of biosolids at the Benson Valley Landfill, and authorize the Mayor to sign all related documents (Sewer Department).

Purpose: Authorize a purchase order with Republic Services for disposal of biosolids at the Benson Valley Landfill.

Background: The Sewer Department must dispose of approximately 7,000 wet tons (8,200 cubic yards) of dewatered biosolids annually from the Wastewater Treatment Plant. The Department currently has a contract with H&A Resources to dispose of the biosolids by land farming. To meet EPA requirements to land farm biosolids, the material must pass a SOUR test to ensure the pathogen levels are within an acceptable range. Due to high flows; unusually high volume of solids; equipment breakdowns and the resulting operational issues; and the inability of H&A Resources to access the farms due to excessive rain, the material has been unable to pass the SOUR test and must therefore be land filled.

Purchase order will be generated in the amount of \$70,000; however we will only land fill the volume necessary.

Financial Analysis: Account No. 300.68.53295 has \$130,000 budgeted for biosolids disposal and as of February 28, \$0 has been expensed or encumbered.

Recommendation: Approval

Attachments: None

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

- 7.4** Approval of Amendment #1 to the Professional Engineering Services Agreement with Jacobi, Toombs & Lanz, Inc. (JTL) for construction administration and resident representation services for the Vactor Disposal Facility located at the wastewater treatment plant and authorize the Mayor to sign all documents associated with the Amendment (Sewer Department).

Purpose: To approve Amendment #1 to the Professional Engineering Services Agreement with Jacobi, Toombs & Lanz, Inc. for construction administration and resident representation services for the Vactor Disposal Facility located at the wastewater treatment plant and authorize the Mayor to sign all documents associated with the Amendment

Background: In January 2012, JTL was awarded a contract for the design and bidding of the Vactor Disposal Facility to be located at the wastewater treatment plant. This is to amend the contract for construction administration services and resident representation.

The amount of this amendment is \$17,525.00.

Original Contract	\$23,945.00
Amendment #1	<u>\$17,525.00</u>
Total	\$41,470.00

Financial Analysis: Funds are available in Account No. 300.68.54390. This account has \$14,535,000 budgeted and as of February 1, \$1,899,264 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- Amendment #1

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

- 7.5** To authorize award of an engineering contract to Hatch Mott MacDonald, LLC for private property illicit connection program and authorize the Mayor to sign all documents related to the project (Sewer Department).

Purpose: The purpose of this item is to authorize a contract with Hatch Mott MacDonald, LLC for the development and implementation of a private property illicit connection program and authorize the Mayor to sign all documents related to the project.

Background: The Sewer Department entered into a Consent Judgment with the Kentucky Environmental and Public Protection Cabinet in 2007. An Administrative Order was issued by the EPA Region 4 in 2008. These documents require enforcement of the Sewer Use Ordinance, including identifying and eliminating private sources of Inflow and Infiltration that violate the Sewer

Use Ordinance. Hatch Mott MacDonald was selected through an RFQ and interview process by a committee of sewer department personnel to assist FSD in the development and implementation of a private property illicit connection program.

The total contract amount is not to exceed \$200,000, and tasks will be authorized and executed by individual work orders.

Financial Analysis: Funds are available in Account No. 300.68.54390. This account has \$14,535,000 budgeted and as of February 1, \$1,899,264 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- Engineering Agreement (Draft)

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

- 7.6 To approve the proposed South Frankfort Neighborhood National Register Historic District Additional Documentation, and authorize the Mayor to sign all related documents (Planning and Building Codes).

Purpose: In accordance with the Kentucky Heritage Council Certified Local Government Review procedures and Article 17 of the Frankfort Zoning Ordinance, it is requested the City Commission recommend support of the National Register of Historic Places nomination for South Frankfort Neighborhood Historic District Additional Documentation, and authorize the Mayor to sign all related documents.

Background: As a Certified Local Government (CLG), the City of Frankfort is eligible for Federal Survey and Planning Funds administered by the Kentucky Heritage Council. Last year the City applied for funding to 1) complete the final phase (fourth) of historic building survey work within the South Frankfort Neighborhood National Register historic district; and 2) prepare an update to the existing National Register District nomination for South Frankfort Neighborhood. The grant request was awarded and the City hired a historic preservation consultant, Janie-Rice Brother with the Kentucky Archeological Survey, to assist with the survey and preparation of the additional documentation.

The original South Frankfort Neighborhood National Register District was established in 1983 and noted the period of significance for the district to be 1833- 1925. The scope of this current project analyzed properties both within and adjacent to the original National Register District boundary. This additional documentation and survey work which has been completed updated the period of significance from its original span to 1833-1963 and includes properties which meet the criteria for listing. The new areas to be added to the 1983 South Frankfort Neighborhood National Register District are shown in the attached Exhibit 1. The new amended boundary is noted in Exhibit 2. The South Frankfort Neighborhood National Register District Additional Documentation finds that the proposed district retains integrity and meets National Register Criteria C, which notes the district is significant for its architecture. The variety of styles and building forms found within the expanded boundaries exhibit the diverse economic and social standings of the many residents who lived in the neighborhood in the turn of the century.

The table below summarizes the findings of this survey and nomination process:

	# Properties in South Frankfort National Register District	# Contributing (Eligible for Tax Credits)	# Non-Contributing
Original 1983 District	660	643	17
South Frankfort Neighborhood National Register District Additional Documentation (2013)	191	175	16
Cumulative Resources within Proposed Boundary (2013)	905	788	117

As part of the outreach and education component of the project, the City along with the consultant, Ms. Brother, conducted a public workshop for property owners in the proposed survey area and a community meeting on November 29, 2012. The workshop participants were in support of the project and its benefits. As part of the public review process, the additional documentation will be considered in March 2013 by the Architectural Review Board and another community meeting. Prior to official listing it must also be approved by the State Review Board before submitting to the National Park Service.

It is important to note that the establishment of this new period of significance and the expanding of the National Register District will provide potential redevelopment incentives such as Federal and State Tax Credits to those contributing properties within the new boundary and will NOT change any of the current zoning of such properties. The zoning of property will not be changed and cannot be changed by being designated on the National Register – rather a zone change can only occur after being initiated by the owner, Planning Commission, or City Commission followed by public hearings by the Planning Commission and approval of a map amendment by the City Commission.

Financial Analysis: There is no direct fiscal impact from this action.

Attachments:

- Exhibit 1- Expanded Study Area South Frankfort Neighborhood National Register Historic District Map
- Exhibit 2 - Proposed South Frankfort Neighborhood National Register Historic District Map
- Exhibit 3 - National Register Nomination – Additional Documentation

Contact Person

Name: Gary Muller

Title: Director
Department: Planning and Building Codes
Phone: 502/875-8500
Email: gmuller@frankfort-ky.gov

- 7.7 To authorize a professional services agreement between the City of Frankfort and the University of Kentucky Research Foundation concerning an archaeological survey of Leslie Morris Park, and authorize the Mayor to sign all related documents (Parks and Recreation).

Purpose and Background: As a part of the long-term operation and interpretation of the Leslie Morris Park on Fort Hill, the Parks and Recreation Department has obtained a quote for a comprehensive Phase I Archaeological Survey of the entire 133 acre facility. This survey will tie together the previous investigations that have been conducted in the "historic area" and those suspected cultural resources, such as house site, outbuildings, wells, and other evidence of human occupation located outside the "historic area" of the park. The University of Kentucky Research Foundation has agreed to perform an archaeological survey of the park for the amount of \$11,575.00.

Financial Analysis: The approval of the contract will have a fiscal impact on the City in the amount of \$11,575.00. Monies are available in the Fort Hill Construction Account.

Recommendation: Approval.

Attachment:

- Contract

Contact Person:

Name: Jim Parrish
Title: Co-director
Department: Parks and Recreation
Phone: 502/352-2031
Email: JParrish@Frankfort.Ky.Gov

- 7.8 To authorize an Agreement between the City of Frankfort and the Frankfort Independent Schools, Board of Education ("Board"), providing for the use by the Board of the City's sports facilities and parks, and authorize the Mayor to sign all related documents (Parks and Recreation).

Purpose: To approve an Agreement between the City of Frankfort and the Frankfort Independent Schools, Board of Education ("Board"), providing for the use by the Board of the City's sports facilities and parks.

Background: The City of Frankfort has previously entered into agreements with the Board providing for the use of the City's sports and recreational facilities. This Agreement is similar in that it provides for the use by the Board of the Juniper Hills Golf Course, the use of Sower Soccer fields, the use of the Juniper Hill Park facilities for physical education activities, and the use of one baseball field at Capitol View Park, as well as a softball field. The Board has agreed to allow the Frankfort Cricket Club to use a field at the new Frankfort Athletic facilities located on Old Lawrenceburg Road, Frankfort, Kentucky, and to assist the Board in providing the use of this field, the City agrees to donate to the Board a used 60 inch Toro zero radius mower that is scheduled for replacement. The Agreement further provides for the City's use of the tennis courts at Old Lawrenceburg Road when they are ready for play.

Financial Analysis: The approval of the contract will have minimal fiscal impact on the City of Frankfort.

Recommendation: Approval.

Attachment:

- Contract.

Contact Person:

Name: Jim Parrish
Title: Co-director
Department: Parks and Recreation
Phone: 803-0241
Email: JParrish@Frankfort.Ky.Gov

- 7.9** To authorize the Mayor to sign the contract with SG Actuarial Services, LLC to perform the required 2013 valuation for the City of Frankfort Police and Firefighter's Pension Fund (Finance Department).

Purpose: To authorize the Mayor to sign the service contract with SG Actuarial Services, LLC to perform the 2013 valuation of the City of Frankfort Police and Firefighter's Pension Fund.

Background: The City of Frankfort Police and Firefighter's Pension Plan was adopted Pursuant to KRS 95.851 to KRS 95.884. KRS 95.872(6) and requires a valuation of the Plan at least once every three years. The prior valuation was done as of 1/1/2010.

Financial Analysis: Funding in the amount of \$2,900 is available from the Police and Firefighter's Pension Fund.

Recommendation: Approval

Attachment:

- Contract

Contact Person:

Name: Stephen R. Dawson
Title: Finance Director
Department: Finance
Phone: 502/875-8500
Email: sdawson@frankfort.ky.gov

- 7.10** To authorize the Mayor to sign the Investment Management Agreement and all related documents between the City of Frankfort and Community Trust and Investment Company (Finance Department).

Purpose: The Management Agreement would allow the City of Frankfort to invest money and utilize the investment services of CTIC in accordance with the investment policies of the City of Frankfort for General and Sewer Fund Investments.

Background: In order to increase the City's return on investment and further diversify Investments, finance requests that the City place General and Sewer Fund investments with CTIC and use their investment services for the investment of those funds.

Financial Analysis: CTIC will charge a monthly prorated investment service fee .20% based on the monthly average investment.

Attachments:

- Community Trust Bank and Investment Company

- Investment Management Agreement and related documents

Contact Person:

Name: Stephen R. Dawson
Title: Finance Director
Department: Finance
Phone: 502/875-8500
Email: sdawson@frankfort.ky.gov

- 7.11** To declare eight (8) Ford Crown Victorias and their obsolete equipment surplus, to approve trade of these surplus vehicles to Paul Miller Ford for a \$13,000.00 credit toward the purchase of a new Ford Taurus, and to authorize the Mayor to sign all related documents (Police Department).

Purpose: The Police Department has eight (8) vehicles and their obsolete equipment that are in disrepair and are no longer needed. Paul Miller Ford has assessed the vehicles, one of which is a total loss wreck, and agreed to exchange a \$13,000.00 trade value toward the purchase of a new Ford Taurus for the Criminal Investigations Section. Base price of the Taurus is estimated at \$20,348.36. The Ford Taurus can be purchased for a difference of \$7,348.36.

Background: Eight (8) Ford Crown Victorias are no longer needed and are in disrepair. One of the vehicles is a total loss wreck. The equipment that was installed in the vehicles such as safety partition, console, siren control and light bar are all obsolete since Ford is no longer building the Crown Victoria style of vehicle. The city surplus of vehicles last year yielded a higher dollar rate per vehicle than traditional auctions. Traditionally, auction of vehicles in similar condition have brought less than \$1,000.00 each. This estimate is true for this request as well. In 2012 the trade allowed for the purchase of a new marked patrol car with reduced out of pocket funds. This trade will afford the same benefit for purchase of a much needed unmarked vehicle for the Criminal Investigations Section. No new vehicles have been added to Investigation's fleet since 2008.

Financial Analysis: Trade allowance of \$13,000.00 to Paul Miller Ford to offset the purchase of a 2013 Ford Taurus base priced at \$20,348.36. The trade would allow the City to purchase this vehicle at base price with the reduced out of pocket fund amount of \$7,348.36.

Recommendation: Approval of surplus of eight (8) vehicles and associated equipment, and approve the purchase of 2013 Ford Taurus.

Attachments:

- Itemized list of surplus vehicles and their associated obsolete equipment
- 2013 Ford Taurus SE State Contract Pricing Sheet

Contact Person

Name: Jeff Abrams
Title: Major
Department: Police Department
Phone: 502/320-2060
Email: jabrams@frankfort.ky.gov

- 7.12** To authorize the Mayor to sign a Business Associate Agreement between Wells Fargo Insurance Services and the City of Frankfort (Human Resources).

Purpose: To authorize the Mayor to sign an agreement, and any related applicable documents, with Wells Fargo Insurance Services (WFIS) to allow the sharing of HIPPA protected information so that WFIS can better advise the City regarding the structure and costs of the self-funded group health insurance plan, dental plan, vision plan, and worker's compensation program.

Background: Wells Fargo Insurance Services provides administrative assistance and professional advice to the City, and sometimes its employees, regarding benefit programs and claims. To adequately perform these services it is necessary for WFIS to have access to claims and other medical information so that they can investigate issues and attempt to resolve them. Some of the information they need to have access to is considered as "Protected Health Information (PHI)" under the federal Health Insurance Portability and accountability Act (HIPAA).

Recommendation: Approval

Financial Analysis: There are no costs associated with this agreement. However, having a Business Agreement in effect is required for our HIPAA compliance.

Attachment:

- Business Associate Agreement, and any other related documents

Contact Person

Name: Randy Donahue
Title: HR Director
Department: City Manager/Human Resources
Phone: 502-875-8500
Email: rdonahue@frankfort.ky.gov

- 7.13** To authorize the Mayor to sign a Letter of Commitment to Renaissance on Main for Frankfort to continue in their program for 2013 (Grants Manager).

Purpose: To authorize the Mayor to sign a Letter of Commitment to Renaissance on Main for Frankfort to continue in their program for 2013.

Background: In accordance with provisions under the Renaissance on Main Program, the Downtown Frankfort, Inc. Board of Directors and their Main Street Manager has asked the City of Frankfort to authorize the Mayor to sign a Letter of Commitment which will allow DFI and the City to continue to participate in the Program. The Kentucky Heritage Council requires this letter of commitment for the City and DFI to be eligible for possible funding.

Recommendation: Approval

Attachment:

- Letter of Commitment

Contact Person:

Name:	Brittain Skinner	Rebecca Hall
Title:	Executive Director	Grants Manager
Department:	Downtown Frankfort Inc.	City Manager
Phone:	502/223-2261	502/875-8500
Email:	info@downtownfrankfort.com	rhall@Frankfort.ky.gov

- 7.14** Authorization to add funding to a contract with Duke's Root Control, Inc. to provide chemical root control services in sewer mains and authorize the Mayor to sign all documents related to this contract extension (Sewer Department).

Purpose: The purpose of this item is to add funding to a contract with Duke's Root Control, Inc. to perform chemical root control services in sewer mains and authorize the Mayor to sign all documents related to the contract extension.

Background: Roots are an ongoing problem with aging sewers and the Department has a significant problem with root intrusion. The Sewer Department annually contracts to have roots chemically controlled throughout the system. In December 2011 a 5-year contract was awarded to Duke's Root Control, Inc. to perform chemical root control in sewers with significant root intrusion issues. This contract extension will allow the Department to treat approximately 5 miles of sewers. The product has a three-year warranty, should roots return within treated mains within the warranty period, Duke's will return to treat that section of the main at no cost to the Sewer Department.

Financial Analysis: This is a unit price contract with a \$50,000 contract limit and funding is available in account 300.68.54335. This account has \$472,200 budgeted and as of February 1, \$139,956 has been expensed and encumbered.

Recommendation: Approval

Attachments: None

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

- 7.15** To approve Change Order #1 to the contract with Meyer Midwest for installation of a vestibule at the main entrance to the administrative area of the wastewater treatment plant and authorize the Mayor to sign all documents associated with the change order (Sewer Department).

Purpose: Approval of Change Order #1 to the contract with Meyer Midwest for installation of a vestibule at the main entrance to the administrative area of the wastewater treatment plant and authorize the Mayor to sign all documents associated with the change order.

Background: In June 2012 the commission awarded Meyer Midwest a contract to construct a vestibule at the wastewater treatment plant for energy conservation. During construction it was discovered that an additional handrail was required by the building inspector.

Change Order #1 covers the cost to fabricate and install the additional handrail.

Original Contract	\$53,600.00
Change Order #1	<u>\$ 580.00</u>
Revised Contract	\$54,180.00

Financial Analysis: Funds are available in account # 300.68.54390. This account has \$14,535,000 budgeted and as of February 1, \$1,899,264 has been expensed and encumbered.

Recommendation: Approval

Attachment:

- Change Order #1 (Draft)

Contact Person:

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: 502/875-2448
Email: wscalf@frankfort.ky.gov

- 7.16** To authorize additional funding to a contract with H&A Resources, Inc. for the disposal of dewatered biosolids from the Wastewater Treatment Plant and authorize the Mayor to sign all documents related to the Contract (Sewer Department).

Purpose: To increase funding with H&A Resources, Inc. (H&A) for the disposal of dewatered biosolids from the Wastewater Treatment Plant and authorize the Mayor to sign all documents related to the Contract.

Background: The Sewer Department must dispose of approximately 7,000 wet tons (8,200 cubic yards) of dewatered biosolids annually from the Wastewater Treatment Plant. In September 2008, a contract was awarded to H&A Resources, Inc. for the material to be land farmed by H&A in conformance with all applicable state and federal regulations. This contract was for a period of 5 years (ending September, 2013); \$60,000 will to be added to the contract, which should provide funding through the end of the contract.

Financial Analysis: Funds are available in Account No. 300.68.53295. This account has \$130,000 budgeted and as of February 28, \$0 has been expensed and encumbered.

Recommendation: Approval

Attachments: None

Contact Person:

Name: William R. Scalf, Jr., PE

Title: Director

Department: Sewer

Phone: 502/875-2448

Email: wscalf@frankfort.ky.gov

- 7.17** To approve the renewal of the lease between the Commonwealth of Kentucky and the City of Frankfort with respect to the parking lot on Watson Court, and any related documents, and authorize the Mayor to sign all related documents (City Solicitor).

Purpose: To approve the renewal of the lease between the Commonwealth of Kentucky and the City of Frankfort with respect to the parking lot on Watson Court, and any related documents, and authorize the Mayor to sign all related documents.

Background: The Finance and Administration Cabinet has requested the City of Frankfort to renew the lease to it of the City's parking lot on Watson Court (behind the Bush Building). The City previously leased this parking lot to the Finance and Administration Cabinet for the amount of \$1.00 per year for a period of 5 years based on a number of factors, including the fact that it leases a number of properties to the City for the amount of \$1.00 per year. The renewal of the lease provided by the Finance and Administration Cabinet has a term of 5 years and the rent is \$1.00 per year. The Paul Sawyer Public Library has also indicated an interest in this parking lot, and the Finance and Administration Cabinet officials have indicated that Paul Sawyer Public Library patrons and employees will be allowed to park in this parking lot when it is not being fully used by the Finance and Administration Cabinet.

Financial Analysis: The approval of the renewal of the lease will have a minimal fiscal impact on the City of Frankfort.

Recommendation: Approval.

Attachment:

- Proposed Lease

Contact Person:

Name: Rob Moore
Title: City Solicitor
Department:
Phone: 502/227-2271
Email: Rmoore@Hazelcox.com

- 7.18** To authorize submission of CMRS Board grant application for E-911, and authorize the Mayor to sign all related documents (E911/Police).

Purpose: To authorize submission of CMRS Board grant application for E-911, and authorize the Mayor to sign all related documents .

Background: The Commercial Mobile Radio Service Emergency Telecommunications Board (CMRS Board) is charged with administering the CMRS fund for the purpose of implementing wireless emergency Enhanced 911 service throughout Kentucky in accordance with State and Federal Legislation and Regulations. This application is a non-matching request to the state CMRS Board for the replacement of "End-of-Life" dispatch console equipment. The amount will not exceed \$100,000.00

Financial Analysis: Grant amount is not to exceed \$100,000. No match is required

Recommendation: Approval

Attachment:

- Grant Application

Contact Person:

Name: Deron Rambo
Title: Emergency Management / E911 Director
Department: Police
Phone: 502/352-2064
Email: drambo@frankfort.ky.gov

- 7.19** To authorize a bid award to Stewart Contracting for installation of a sidewalk along the eastern side of Schenkel Lane from East Main to Schenkelwood Drive - Phase 1, and authorize the Mayor to sign all related documents (Public Works).

Purpose: To authorize a bid award to Stewart Contracting for installation of a sidewalk along the eastern side of Schenkel Lane from East Main to Schenkelwood Drive.

Background The City of Frankfort advertised and requested sealed bids for concrete curb and sidewalk repair/replacement unit prices. Bids will be awarded on individual projects based on those unit prices.

In 2012 the City Commission requested that Public Works consider constructing a sidewalk along Schenkel Lane as part of the sidewalk improvements that year. However, due to the time of year, it was decided to wait until this Spring to begin construction.

The low bidder for this project is Stewart Contracting with a bid amount of \$57,696.65

Financial Analysis: Funds for this construction project are available in the Municipal Aid Account No. 5353-00-51100, which currently has a balance of \$3,455,000.

Recommendation: Bid awarded to Stewart Contracting for the Schenkel Lane Sidewalk – Phase 1, approval of funds in the amount of \$66,351.15 (bid amount plus 15% contingency), and authorizing the Mayor to sign all related documents

Attachment:

- Letter of Recommendation from the consulting engineer, Jonathon Otis, PE.

Contact Person

Name: Tom Bradley
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: tbradley@frankfort.ky.gov

- 7.20** To authorize a sole source bid award to Liberty Telephone for replacement of City Hall Phone system, and authorize the Mayor to sign all related documents (Public Works).

Purpose: To authorize a bid award to Liberty Telephone to replace the current phone system in City Hall with a VOIP system

Background The Frankfort Plant Board provides telephone service for City Hall. The proposed system will still be through the Plant Board but will reduce the City's monthly telephone bill. Liberty Telephone is the installer for the Plant Board and has priced this project at \$29,747.00.

Financial Analysis: Funds for this construction project are available in Account No. 64-53250, which has a balance of approximately \$55,000.

The monthly bill for the City Hall service will decrease from \$1,482 per month to \$370 per month. The new system will pay for itself in approximately 27 months.

Recommendation: Sole source approval of the bid awarded to Liberty Telephone, approval of funds in the amount of \$29,747.00, and authorize the Mayor to sign all related documents.

Attachment:

- Bid Proposal from Liberty Telephone

Contact Person

Name: Tom Bradley
Title: Director
Department: Public Works
Phone: 502/875-8500
Email: tbradley@frankfort.ky.gov

- 7.21** To authorize a contract award for Transit Wash Bay Design Phase II, and authorize the Mayor to sign all related documents (Public Works).

Purpose: The purpose of this item is to award a Transit Wash Bay Design Phase II contract for Transit to QK4, Architecture, Engineering and Planning, once final approval from the Kentucky Office of Transportation Delivery has been obtained.

Background: The purpose of this item is to award a Transit Wash Bay Design Phase II contract for Transit to QK4, Architecture, Engineering and Planning once final approval from the state has been

obtained. The Office of Transportation Delivery has given initial approval of the City's awarding the contract to QK4.

Financial Analysis: There are grant funds available through a 5309 Capital Transit Grant to cover the cost (_____) of this project. Funds will initially be spent from the Transportation Improvement Account (530.00.51100) and then be reimbursed with grant funds.

Recommendation: Approval

Attachment:

- Agreement (to be provided)
- Vendor Agreement (to be provided)

Contact Person

Name:	Thomas Bradley	Rebecca Hall
Title:	Interim Director	Grants Manager
Department:	Public Works	City Manager
Phone:	502/875-8500	502/875-5800
Email:	Tbradley@frankfort.ky.gov	rhall@frankfort.ky.gov

7.22 PERSONNEL

Personnel Action	Employee	Department	Date	Other
Retirement	Daniel J McCoy	Police	3-31-13	Police Captain (Authorize payment for accrued leave; authorize purchase of two assigned handguns per FCO 40.03)
Promotion	Hollie Parker	Public Works	3-26-13	From Public Works Tech II to Public Works Tech IV
Promotion	Travis Ellis	Police	4-1-13	From Police Lieutenant to Police Captain
Promotion	Derrick Napier	Police	4-1-13	From Police Sergeant to Police Lieutenant
Promotion	Travis Curtsinger	Police	4-1-13	From Patrol Officer III to Police Sergeant
Appointment	Ebone R Thomas	Police/E911	4-16-13	E911 Telecommunicator I

Attachments:

- Daniel J, McCoy retirement letter
- Memo regarding handguns purchase
- Service Handgun Transfer Form

Contact Person

Name:	Randy Donahue
Title:	Human Resources Director
Department:	Human Resources/City Manager
Phone:	502/875-8500
Email:	rdonadue@frankfort.ky.gov

8. BOARD APPOINTMENTS
8.1 Code Enforcement Board

- Reappointment of Pat Bacon to a 3-year term ending 3-22-16
- Reappointment of Tom Midkiff to a 3-year term ending 3-22-16

8.2 Civil Service Board

- Reappointment of Kevin Mason to a 4-year term ending 2-28-17
- Reappointment of Carol Banks to a 4-year term ending 2-28-17

8.3 Frankfort Housing Authority

- Reappointment of Maria Bush to a 4-year term ending 1-29-17

Attachments:

- Mayor's letter of recommendation and Pat Bacon resume
- Mayor's letter of recommendation and Tom Midkiff resume
- Mayor's letter of recommendation and Kevin Mason resume
- Mayor's letter of recommendation and Carol Banks resume
- Mayor's letter of recommendation and Maria Bush resume

9. OLD BUSINESS

10. NEW BUSINESS

10.1 To authorize the mayor to sign a 3-year contract with Careys Towing and Recovery for hauling in and storage of motor vehicles, and authorize the Mayor to sign all related documents (Finance Department).

Purpose: The purpose of this item is to enter a 3-year contract for hauling in and storage of motor vehicles.

Background: The current contract for hauling in and storage of motor vehicles has expired. After receiving and reviewing two proposals, it has been determined that Careys Towing and Recovery is the best evaluated proposal.

Financial Analysis: The monthly \$100 payment is in the Police Department's budget

Attachments:

- Contract
- Selection memo

Contact Person:

Name: Angie Disponette
Title: Deputy Finance Director/
Purchasing Agent
Department: Finance
Phone: 502/875-8500
Email: adisponette@frankfort.ky.gov

Chief Mark Wilhoite
Police Chief

Police
502/352-2042
mwilhoite@frankfort.ky.gov

11. ADJOURNMENT